

## Screening Protocol

The following are basis for disqualification from further Pre-Screening for employment.

1. **NO FELONY CONVICTIONS.** Criminal activity in which applicant has been convicted of, pled guilty to, or entered a plea of nolo contendere to any felony charge, been involved in any prosecution diversion program (PPP) as adjudicated for a felony crime committed will be permanently disqualified. Felony arrests will be reviewed on a case by case basis.
2. Any misdemeanor arrests will be reviewed on a case by case basis.
3. Any Domestic Violence Act conviction is automatic disqualification. Domestic Violence related arrests will be reviewed on a case by case basis.
4. Any applicant who has been on supervised probation must have completed probation one (1) year from the date of initial application. However, any applicant who has been on supervised or unsupervised probation will be reviewed on a case by case basis based on the criminal act.
5. Any DWI/DUI convictions within the last five (5) years from the date of initial application, whether from an administrative sanction by the Motor Vehicle Department, criminal conviction, or military disciplinary action is disqualifying. More than two (2) DWI's/DUI's convictions in one's lifetime is disqualifying. DWI/DUI arrests will be reviewed on a case by case basis.
6. Any convictions of Aggravated DWI must be older than five (5) years from date of initial application. Any Aggravated DWI with great bodily injuries is an automatic disqualification.
7. Applicant's tattoos will be reviewed by the Corrections Security Threat Intelligence Unit to include those that are visible in uniform that exhibit nudity, are sexually explicit, display vulgar language, art work, phrases or language that depict discriminating beliefs or are a potential safety concern for the applicant will need to be removed or covered prior to being employed. Tattoos determined to be gang affiliated or give the perception of, and/or deemed a security threat will be reviewed on a case by case basis.

8. Any use of marijuana, hashish or synthetic cannabinoids within twelve (12) months of application is disqualifying.
9. Any use of non-prescribed or illegal drugs to include, rave, designer or synthetic drugs, within three (3) years of application is disqualifying. Example includes drugs such as, cocaine, mushrooms, LSD, etc.
10. Any use of heroin, opiates, methamphetamine within five (5) years of application is disqualifying.
11. Any use of non-prescription steroids within one (1) year of application is disqualifying.
12. No more than five (5) times experimental use of any combination of any controlled substance, other than cannabis (marijuana based), over applicant's lifetime is disqualifying.
13. Sale or distribution of any illegal substance for yourself or others is disqualifying, however this will be reviewed on a case by case basis.
14. Any use of any illegal substance while employed as a law enforcement officer or correctional officer is disqualifying.
15. Intentionally falsified or omitted information discovered during the screening process is disqualifying.
16. Military Service – DD214 must show "Honorable" or the term "honorable" in the Character of Service (Item #24) block. Final determination and exceptions will be made by the Director or their designee.
17. Any illegal acts committed as a juvenile, to include sale, distribution of drugs and crimes shall be open for panel review.